

Establishing a connection to DHMH for Meaningful Use Data Transfer

Secure File Transfer Protocol (SFTP) is the current data transmission of choice for Stage 1 Meaningful Use Public Health data submission. You will need an SFTP client to transmit your data.

1. If you already have an SFTP client, please proceed to step 2.

If you do not have an SFTP client, we have attached instructions to download an SFTP client. You can either download a command-based SFTP client (Attachment A) or windows-based SFTP client (Attachment B). These are just two of the available SFTP clients; you can also download other SFTP client that you may be familiar with.

2. The hostname to connect and establish a connection to DHMH is `meaningfuluse.dhmh.maryland.gov`
3. A username and password will be provided to you in a separate correspondence.

Submitting Your Data

Before you submit your data, please be sure to fill out the [DHMH MU survey](#) to provide required information.

Follow the HL7 Implementation Guides¹ to create and generate an HL7 message from your certified EHR system. The generated/extracted test file can then be sent to DHMH using the above transfer protocol.

When you are ready to send your HL7 test file, please label your file with your practice/facility abbreviated name and NPI or CCN (CMS Certification Number), for example, `PracticeName_NPI56789` or `ABCHospital_CMS23456`. *Do not use any spaces in the file name. For multiple providers in a practice using the same EHR system, use the group or practice NPI. Only a single test file needs to be sent in this case.*

Submit your file using the above transfer protocol and please let DHMH staff know that you completed submitting the file so DHMH staff can let you know if your file has been successfully received.

Contact for Help

If you need help connecting, or for questions about HL7, please contact:

Patricia Swartz at 410-767-3029 or pswartz@dhmh.state.md.us

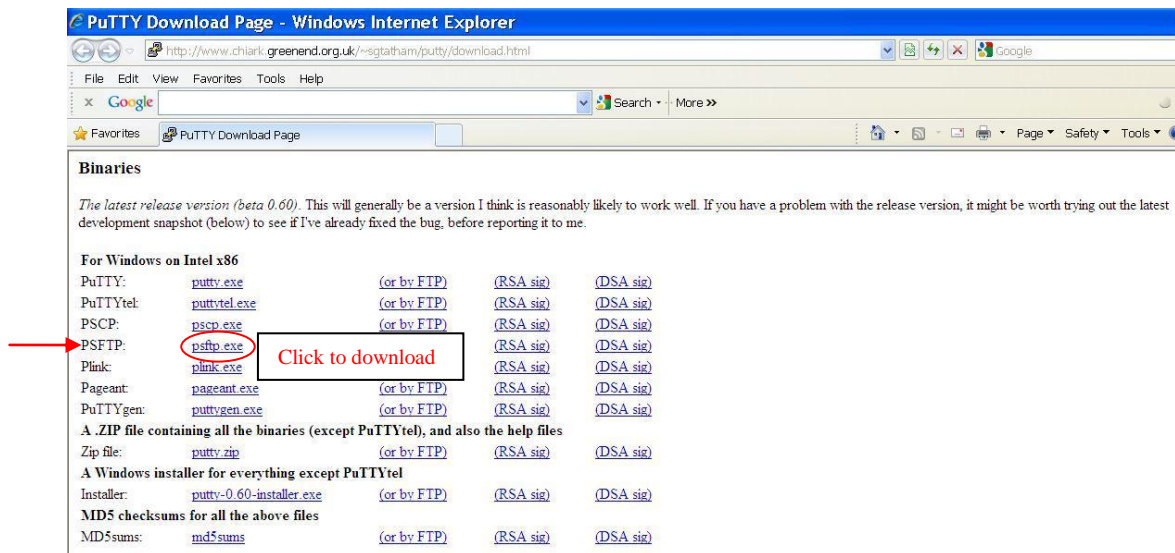
Maura Comer at 410-767-5104 or mcomer@dhmh.state.md.us

¹ HL7 Implementation Guides accessible from DHMH MU website as follows:
Immunization: <http://dhmh.state.md.us/mma/ehr/html/immunization.html>
Lab Reporting: <http://dhmh.state.md.us/mma/ehr/html/labreports.html>
Syndromic Surveillance: <http://dhmh.state.md.us/mma/ehr/html/surveillance.html>

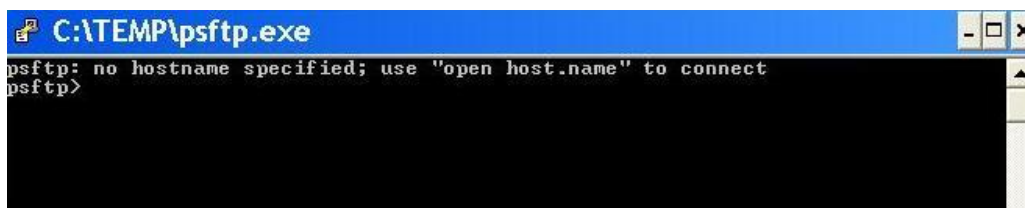
Attachment A – Download a Command-based SFTP client

Please follow the steps below to download an SFTP client and create/establish a connection to DHMH:

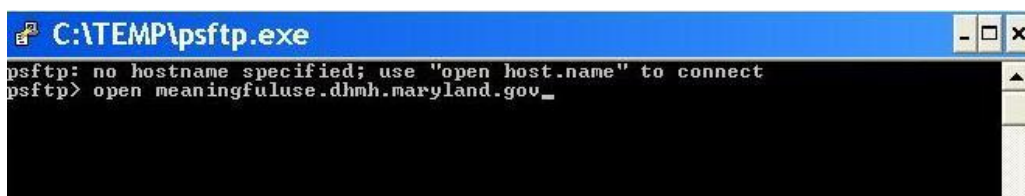
1. Download a free SFTP client from the open source product PuTTY at the following URL: <http://www.chiark.greenend.org.uk/~sgtatham/putty/download.html>
2. Under ‘Binaries, For Windows on Intel x86’, select the PSFTP psftp.exe from the first set of downloads (for 32-bit machines) or the second set of downloads (for 64-bit machines) as shown below. It will ask whether you want to Run or Save the file. Select Save.



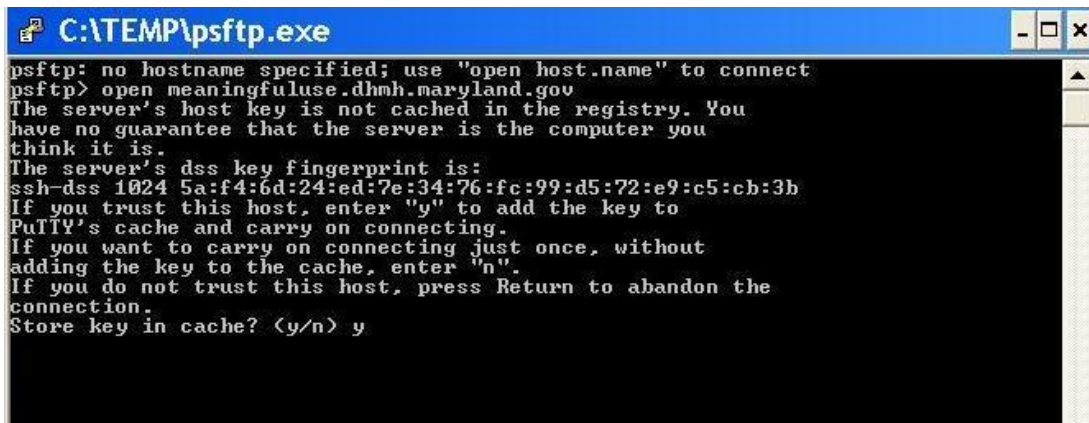
3. After you have completed downloading the PSFTP, open or run the psftp.exe to sign in to our server. *You will need to open or run the psftp.exe each time you wish to connect to DHMH for data transmission.*
4. A command window with psftp will open :



5. To connect to our server, please type the following:
“Open meaningfuluse.dhnh.maryland.gov” and press the Enter key on your keyboard:



6. You will see the following screen as you connect the first time:



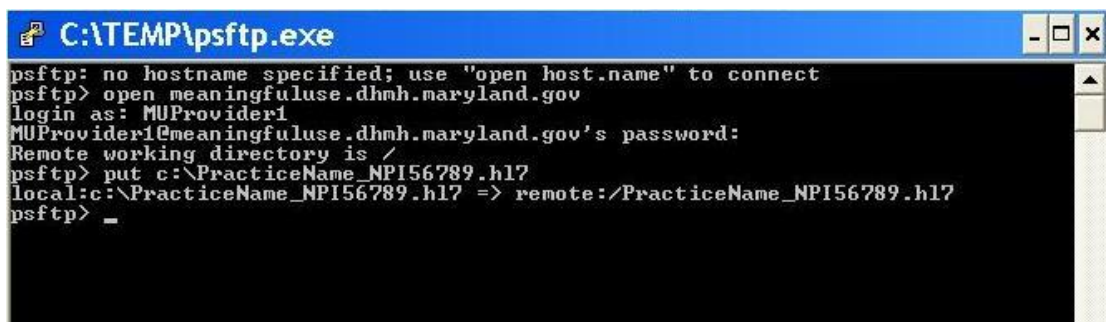
```
C:\TEMP\psftp.exe
psftp: no hostname specified; use "open host.name" to connect
psftp> open meaningfuluse.dhnh.maryland.gov
The server's host key is not cached in the registry. You
have no guarantee that the server is the computer you
think it is.
The server's dss key fingerprint is:
ssh-dss 1024 5a:f4:6d:24:ed:7e:34:76:fc:99:d5:72:e9:c5:cb:3b
If you trust this host, enter "y" to add the key to
PuTTY's cache and carry on connecting.
If you want to carry on connecting just once, without
adding the key to the cache, enter "n".
If you do not trust this host, press Return to abandon the
connection.
Store key in cache? (y/n) y
```

7. Type in 'y' as you have to accept and store the sFTP server credentials in your registry. Press Enter.
8. After you accept the credential key you will be asked to enter a username (login as) and password. *DHMH will provide you with a username and password in a separate correspondence.*



```
C:\TEMP\psftp.exe
psftp: no hostname specified; use "open host.name" to connect
psftp> open meaningfuluse.dhnh.maryland.gov
login as: MUPProvider1
MUPProvider1@meaningfuluse.dhnh.maryland.gov's password: _
```

9. Once you are connected to our server, you can place your test file in our server by using the command 'put MyFileName'. For example, put c:\PracticeName_NPI56789.hl7



```
C:\TEMP\psftp.exe
psftp: no hostname specified; use "open host.name" to connect
psftp> open meaningfuluse.dhnh.maryland.gov
login as: MUPProvider1
MUPProvider1@meaningfuluse.dhnh.maryland.gov's password:
Remote working directory is /
psftp> put c:\PracticeName_NPI56789.hl7
local:c:\PracticeName_NPI56789.hl7 => remote:/PracticeName_NPI56789.hl7
psftp> _
```

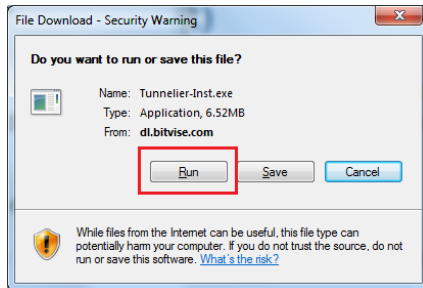
10. The last line (local:c:\MyFileName => remote:/MyFileName) indicates that your file has been placed in our server. You can now close out the psftp.exe window.

Note: Please let DHMH staff know that you completed submitting the file so DHMH staff can let you know if your file has been successfully received.

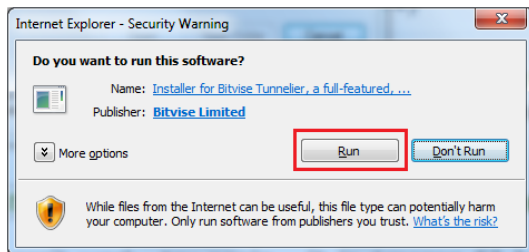
Attachment B – Download a Windows-based SFTP client

Please follow the steps below to download an SFTP client and create/establish a connection to DHMH:

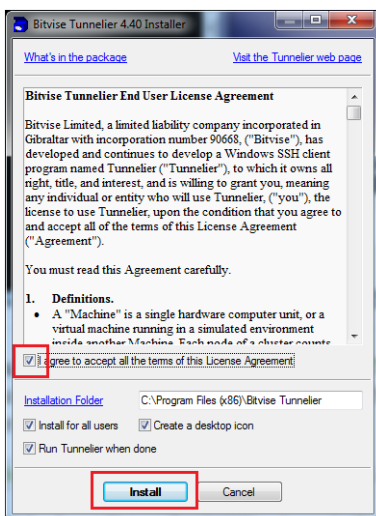
1. Download a free SFTP client from Tunnelier at either of the following URL:
<http://www.bitvise.com/tunnelier-download> or <http://dl.bitvise.com/Tunnelier-Inst.exe>
2. After selecting the download link, the following pop-up will appear. Click Run.



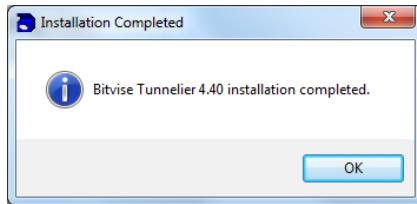
3. When the download is complete, you will see the following. Click Run.



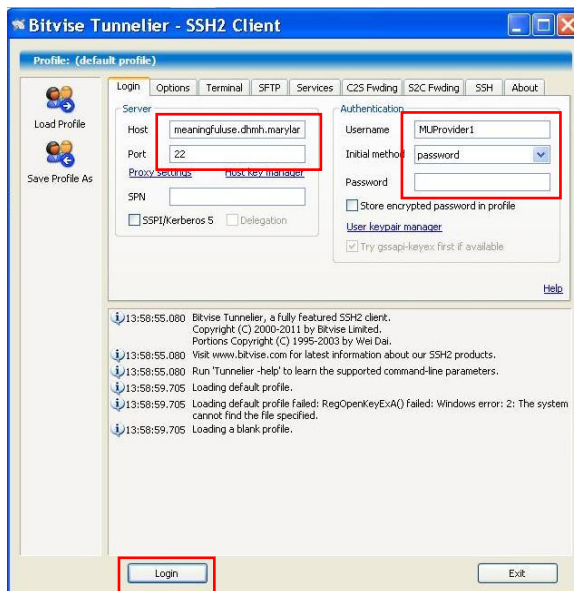
4. At the next pop-up, check the box to agree with the term and licensing conditions. Then click to Install.



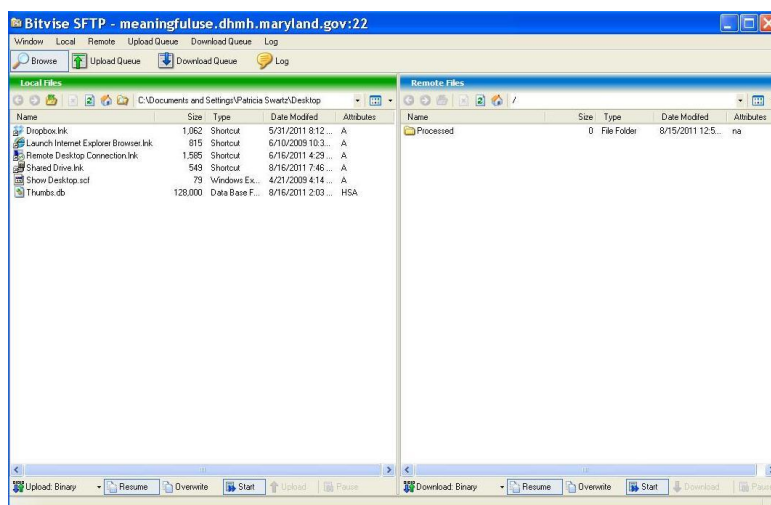
- When the installation is complete, click OK.



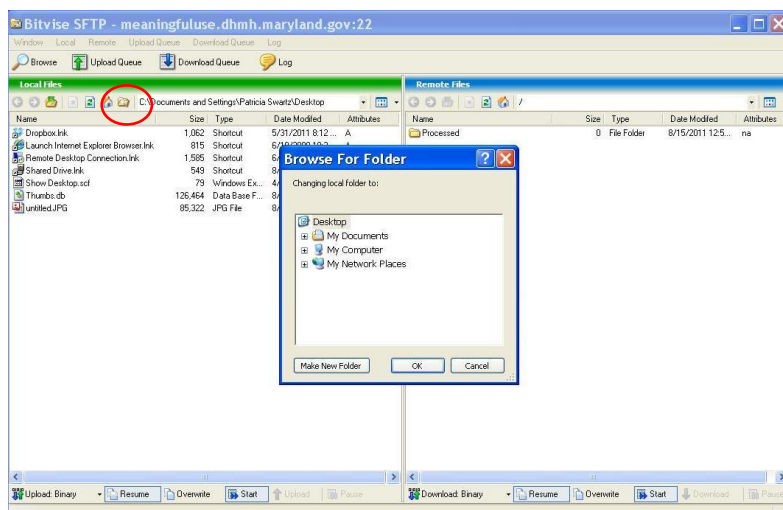
- Enter the host 'meaningfuluse.dhnh.maryland.gov'. A username and password will be provided to you in a separate correspondence. Under Initial method, select 'password' to enter the password.



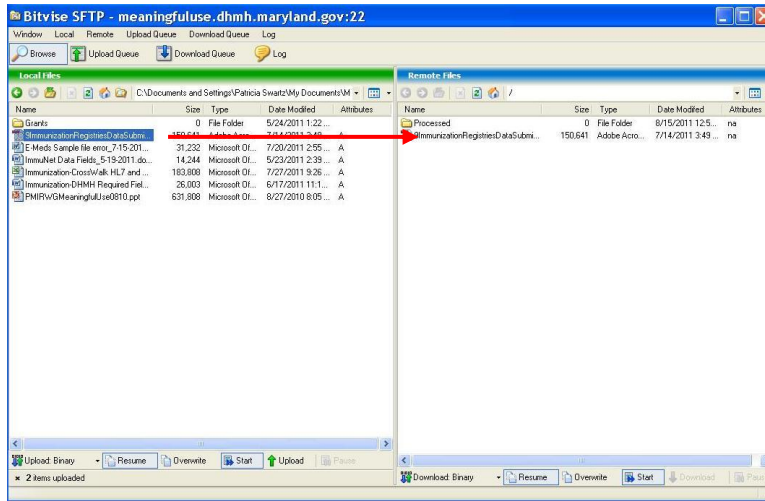
- If asked about Host Key Verification, you can select either 'Accept and Save' (if you plan to sign in again) or 'Accept for This Session' if you only plan to sign in once.
- When you are signed in, a new window will pop up showing two panels; the one on the left showing local files (from your computer desktop) and the other on the right showing remote files (DHMH SFTP server). *Note: Each DHMH SFTP account is tied to its own workspace and a client will be able to load files only to his/her allocated space.*



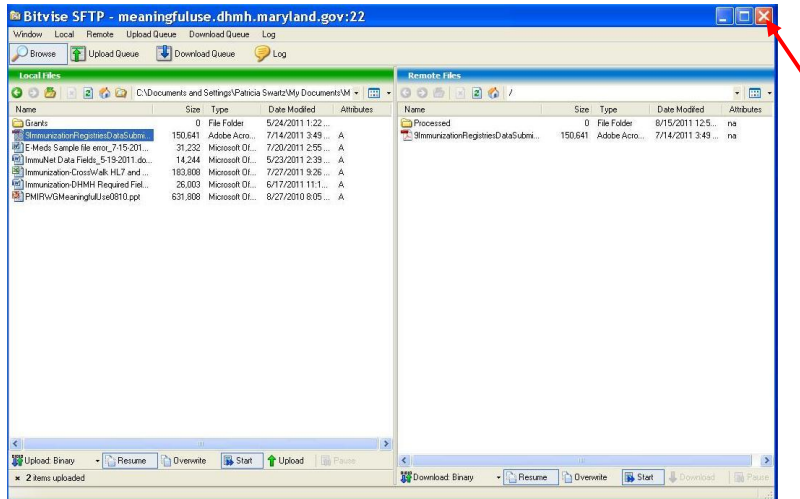
9. In the left panel (your computer), if your data to be submitted is not on your desktop, you can select the 'Browse for Folder' to where you stored your data to be submitted.



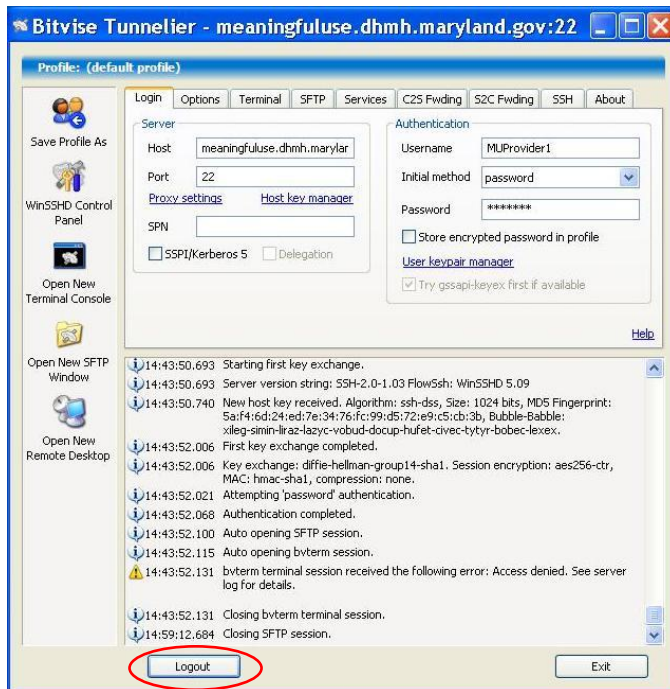
10. Click to highlight the data file(s), click upload (bottom of panel), or drag the file to the DHMH SFTP server (right panel), and the file will be transferred (copied over).



11. You may close the console when you are done.



12. Please remember to logout and exit.



Note: Please let DHMH staff know that you completed submitting the file so DHMH staff can let you know if your file has been successfully received.